



## GEORGIA CAMPAIGN FINANCE SYSTEM

Georgia Campaign Finance Commission

**Reporting Entity:** a filer registered in the campaign finance system. Refers to a candidate with or without a campaign committee or a non-candidate committee

**Filing Obligation:** a report that must be filed with the Georgia Campaign Finance System

**Filer's Dashboard:** contains all the functionality available to a reporting entity

**Import Manager:** the functionality to upload an EXCEL or XML file containing transactions. This does not file the report.

**Reporting Activity:** a running total of transactions that are reported to the Georgia Campaign Finance System

**Edit:** the ability to edit a transaction before it is filed

**Amend:** the ability to edit a transaction after it is filed

**User Settings Button:** contains the functionality to edit/update password and security question information

**Run for Reelection Button:** contains the functionality to run for reelection for a consecutive election in the same office

**Summary Tab:** contains summary information for unfiled and filed transactions

**Fees and Fines Tab:** contains any fees or fines assessed to the reporting entity. Also displays any payments made against fees or fines.

**Correspondence /Document Images Tab:** contains any correspondence sent out by the system to the reporting entity or any images that have been uploaded to the reporting entity's account

## Contribution

**Election Type:** Primary, Primary Runoff, General, General Runoff, Recall, Special Primary, Special Primary Runoff, Special General, Special General Runoff

**Election Date:** the election for which the contribution has been accepted and allocated

**Contribution Type:** Contribution Type determines where the transactions is displayed on the CCDR

- Monetary Itemized: Individual contributions that have a known contributor that need to be itemized based on Georgia Campaign Finance Law
- Monetary Non-Itemized: A lump sum of contributions that do not need to be itemized for reporting purposes.
- In-Kind: Non-monetary contributions. In-Kind contributions do not increase the cash balance.
- Anonymous: Individual contributions received that do not have a known contributor
- Interest Earned: The interest earned for a campaign account for a specific reporting period.
- Intra-Candidate Transfer: If a new DOI is required, the intra-candidate transfer allows you to transfer contributions received from one campaign account to another. This is a lump sum item and counts as a contribution.

**Contributor Code:** Selecting a contributor code determines what information will be captured about the contributor

- Self: The candidate and/or the candidate campaign committee is the contributor.
- Individual: An individual person who is not registered in the system or a candidate who does not have a campaign committee is the contributor.
- Committee: Non-Candidate Committee or Campaign Committee is the contributor.

- Other: A business entity who is not registered in the system is the contributor.
- Lobbying Organization: A lobbying entity is the contributor.

**Amount:** the amount of the contribution

**Date Received:** the date of receipt of the contribution

**Regulated Entity:** any person who is required by law to be licensed by an elected executive officer or a board under the jurisdiction of an elected executive officer, any person who leases property owned by or for a state department, any person who engages in a business or profession which is regulated by an elected executive officer or by a board under the jurisdiction of an elected executive officer, or any public utility corporation regulated by the Public Service Commission

**Check Number:** If the contribution received was made with a check, this is the check number.

## **Expenditure**

**Election Type:** Primary, Primary Runoff, General, General Runoff, Recall, Special Primary, Special Primary Runoff, Special General, Special General Runoff

**Election Date:** the election for which the expenditure has been paid and allocated

**Expenditure Type:** Expenditure Type determines where the transaction is displayed on the CCDR

- Monetary Itemized: Individual expenditures that have a known payee that need to be itemized based on Georgia Campaign Finance Law
- Monetary Non-Itemized: A lump sum of expenditures that do not need to be itemized for reporting purposes.
- In-Kind: Non-monetary expenditures. In-Kind expenditures do not decrease the cash balance.
- Reimbursement: A candidate or a campaign committee reimburses a person directly or indirectly for goods, services, or anything of value which was paid for on behalf of the candidate or campaign committee.
- Credit Card: A candidate or campaign committee pays for goods or services directly or indirectly by using a credit card merely as a conduit through which funds are paid to an end-recipient

**Payee Type:** Selecting a payee type determines what information will be captured about the payee.

- Committee: Non-Candidate Committee or Campaign Committee is the payee.
- Self: The candidate and/or the candidate campaign committee is the payee.
- Individual: An individual person who is not registered in the system or a candidate who does not have a campaign committee is the payee.
- Other: A business entity who is not registered in the system is the payee.

**Payee:** The person who is receiving the payment.

**Purpose:** The reason the payment was made. It contains a list of possible purposes for the payment. Selecting Other will display a field to capture a unique purpose not contained in the list. It shows the expenditure is for a purpose lawfully authorized for campaign funds.

**Amount Paid:** the amount of the expenditure

**Date Paid:** the date of the expenditure

**Check Number:** If the payment was made with a check, this is the check number.

**Description of Payment:** Any additional information regarding the payment.

**Reason for Expenditure:** (Optional Information)

- Support or Oppose a Candidate with or without a Campaign Committee: Check here if this expenditure was made to support or oppose a candidate
- Support or Oppose a Ballot Question: Check here if this expenditure was made to support or oppose a ballot question
- Select Candidate/Committee: Type ahead search field to find a previously registered candidate with or without a campaign committee
- Jurisdiction Type: State / Statewide / Municipal / County
- Select Ballot Question: Type ahead search field to find a previously registered ballot question
- Support: Click here if you made the expenditure to support the candidate or ballot question
- Oppose: Click here if you made the expenditure to oppose the candidate or ballot question

**Reimbursement Amount Paid:** lump sum amount paid

**Reimbursement Date Paid:** the date the lump sum amount was paid

**End Recipient Information**

**Reimbursement End Recipient:** The person or entity that is receiving the expenditure through the use of an intermediary.

**Individual or Entity:** determines what type of information is needed for the end recipient

**First / Middle / Last / Suffix:** name of the third party and occupation if an individual

**Address 1 / Address 2 / City / State / State / Zip Code:** complete mailing address of the third party

**Employer:** The Employer of the end recipient.

**Occupation:** The Occupation of the end recipient.

**Amount Paid:** The amount paid to the end recipient.

**Date Paid:** The date the payment was made to the end recipient

**Description of Payment:** description of the goods or services provided by each end-recipient with sufficient detail to identify it as a lawfully authorized use of campaign funds

**Credit Card Expenditure**

**Credit Card Issued To:** name of the person to whom the credit card was issued

**Credit Card Amount Paid:** the lump sum paid to the credit card

**Credit Card End Recipient:** name of each end-recipient

**Loans Received:**

**Loan Received:** a loan, advance, or other extension of credit

**Election Type:** Primary, Primary Runoff, General, General Runoff, Recall, Special Primary, Special Primary Runoff, Special General, Special General Runoff

**Election Date:** the election for which the loan received has been accepted and allocated

**Contributor Code:** This determines the information that will be captured for the lender/loan source.

- **Individual:** the person who is extending the loan, advance, or other extension of credit
- **Other:** an entity who is extending the loan, advance, or other extension of credit

**Lender Name:** the name of the individual or entity extending the loan, advance, or other extension of credit

**Original Loan Amount:** the amount of the loan

**Date Received:** the date the loan was received

**Check Number:** If the loan was made on a check, the check number

**Description:** Any additional information associated with the loan received

**Person Responsible for Loan Repayment:**

**Add Person:** a type ahead search field that allows you to enter an individual associated with the reporting entity or the ability to add a new unrelated individual or entity

**Loan Payment:** a payment made towards a loan received

- **Loan Amount Paid:** the amount that was applied towards paying off the loan received
- **Date Paid:** the date the loan payment was made
- **Reason:** the reason for making a loan received payment

**Loan Credit/Forgiveness:** the amount that is credited or forgiven on a loan received

- **Credit (Forgive):** the amount that was credited or forgiven on the loan received
- **Date Credited:** the date the credit was given
- **Reason:** the reason for the loan credit (forgiveness)

**Investment:** Any investment made with campaign contributions and held outside a candidate's or committee's official depository account

**Investment Transaction:** the buying or selling of an investment

**Investment Name:** The name of the investment

**Account Number:** The account number associated with the investment

**Institution or Person Holding Account:** the institution or person which holds the account

- **Institution:** determines what information is captured for the institution holding the account
- **Individual:** determines what information is captured for the individual holding the account

**Date Purchased:** the date the investment was purchased

**Value of Investment Purchased:** the value of the investment purchased

**Person Involved in Transaction:** any information identifying persons involved in any transaction of the investment during said reporting period

**Date Sold:** the date the investment was sold

**Value of Investment Sold:** the value of the investment sold

**Profit:** profit from the sale of the investment

**Loss:** loss from the sale of the investment

**Report Cash Dividends / Interest Paid Out:**

- **Transaction Date:** the date the cash dividends or interest paid out
- **Cash Dividends:** the amount of the cash dividends for a specific reporting period for the investment
- **Interest Paid Out:** the amount of interest paid out for a specific reporting period for the investment